



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Position Title:	Financial Specialist I
Grade Range:	CPS CL 26
Salary Range:	\$41,786 - \$67,951
Location:	Birmingham, Alabama
Opening Date:	May 17, 2011
Closing Date:	May 31, 2011

POSITION OVERVIEW: Perform accounting and financial management activities and ensure the accountability of funds collected, deposited, distributed and disbursed. Ensure accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies.

DUTIES: Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court. Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Oversee financial operations to ensure compliance with internal controls, policies, and procedures. Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools.

QUALIFICATIONS/EXPERIENCE: The starting salary is dependent upon experience and qualifications. Must have one year of specialized experience equivalent to work at the CL 25 level. Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases. Ability to communicate effectively both orally and in writing.

MISCELLANEOUS: The Financial Specialist I is an excepted service appointment. Excepted service appointments are "at-will" employees who serve at the pleasure of the court and can be terminated by the court with or without cause. The successful applicant will be placed on a six month probationary period.

Candidates must meet citizenship requirements for employment by the United States Courts.

This position is subject to mandatory direct deposit of net pay.

Reimbursement for travel and/or relocation is not available.

The U. S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or fill the position earlier than the closing date without prior notice. This job announcement may result in filling more than one position.

BACKGROUND CHECK: This position is a high sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of an initial OPM background investigation and credit check. The incumbent will be subject to updated background investigations every five years.

BENEFITS Employees of the United States District Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees.

10 paid holidays per year

13 days paid vacation for the first three years; 20 days after three years; 26 days after 15 years

Choice of federal health, vision, dental and life insurance plans

Optional long-term care insurance

Optional participation in Health and Dependent Care Reimbursement Accounts

Participation in the Federal Employees Retirement System

Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

HOW TO APPLY: Qualified persons are invited to submit a cover letter, including a list of three professional references (with contact information), and an AO-78 Application for Judicial Branch Federal Employment which is available at <http://www.alnd.uscourts.gov> by close of business on 5/31/2011.

Please submit cover letter and application by mail in an envelope marked "CONFIDENTIAL" to Personnel Specialist, U. S. District Court, 1729 5th Avenue North, Birmingham, AL 35203, or by e-mail (pdf) to personnel@alnd.uscourts.gov.

The most highly qualified candidates will be referred for further consideration, testing and possible interview. Only applicants who are selected for interviews will be contacted by the Court.

EQUAL OPPORTUNITY EMPLOYER
